

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING (AETC)**

**AF INSTRUCTION 31-401**

**KEESLER AIR FORCE BASE  
Supplement 1**

**4 April 2002**

**Security**



**★ INFORMATION SECURITY PROGRAM MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 81 SFS/SFAI (TSgt Mark S. Arnett)      Certified by: 81 SFS/CC (Major Paul E. Cave III)  
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**AFI 31-401, 1 November 2001, is supplemented as follows. This directive applies to all organizations and tenant units who have requested support under the Information Security Program.**

**NOTE:** Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol 4).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** Disposition instructions included; sets appointment period and minimum rank for Unit Security Managers; requires primary and alternate security managers to attend meetings/training; adds requirement for self-inspections; adds guidance on how to conduct self-inspections; adds certification requirement for shredders, faxes, and copiers

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1.3.5.1. (AETC Sup 1) The official appointment of security managers will be in standard letter format and will contain the following information:

<u>FULL NAME</u>	<u>GRADE</u>	<u>UNIT/OFC SYMBOL</u>	<u>DUTY PHONE</u>
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1.3.5.1.1. (Added) The Unit Security Manager will be appointed for a period of (1) year and be in the rank of E-5/SSgt and above or GS-5 and above equivalent.

1.3.6.4.1. (Added) Both Primary and Alternate Security Managers will attend the Unit Security Manager (USM) meetings/training (held quarterly at Keesler AFB).

1.3.6.9.9. (AETC Sup 1) Maintain the current classified inventory worksheet (locally developed by 81 SFS/SFAI).

1.3.6.9.12. (Added) Copies of or Reference to (as a minimum): AFI 31-401; AFI 31-501; AFI 31-601; DOD 5200.1-R; DOD 5200.2-R; DOD 5220.22-R.

1.3.8. Direct all questions, problems, or requests concerning SCI programs to 81 TRSS, SSO's office.

1.4.3.2. (AETC Sup 1) Self-inspections will be conducted twice (2) a year regardless if the unit holds classified or not.

1.4.3.3. (Added) When conducting self-inspection, utilize the most current Unit Security Manager's semiannual inspection checklist provided by the Installation Security Program Manager (ISPM). Provide all responses on the checklist.

1.4.3.4. (Added) Any discrepancies will be answered in writing to the ISPM with corrective actions.

2.3.2. (AETC Sup 1) Provide 81 SFS/SFAI a copy of all challenges of classification before forwarding to HQ AETC/SFI.

5.10.1.1. (AETC Sup 1) Unit Commanders must appoint, in writing, personnel authorized to open inner wrappers. File this appointment letter within the unit reception point.

5.13. Incorporate plans for the protection, removal, or destruction of classified material in case of fire, natural disaster, civil disturbance, or enemy action to minimize the risk of compromise into unit operating instructions.

5.14.1. When Base Operations receives a notification that a transient aircraft contains classified information, they will notify the Security Forces Control Center.

5.14.1.1. (Added) Keesler Command Post will provide facilities for temporary storage of classified material for transient personnel.

5.15.1. (AETC Sup 1) See Attachment 14 for standards for secure discussion areas on Keesler AFB.

5.18.1. SF personnel conduct periodic checks for unauthorized removal of classified during base entry point checks. If material is located or an individual's authority to be in possession of classified is in question, make an entry in the Desk Blotter reflecting the problem and its subsequent resolution.

5.20.3. (AETC Sup 1) Security containers reflect the organization abbreviation along with a sequential number (e.g., SF-01, SF-04, CX-02, etc.) to identify security containers. Security managers maintain a listing of all security containers in the unit. This listing will reflect type, brand name, serial number, control number, controlling office symbol, and exact location (building/room number). Forward a copy of this listing to 81 SFS/SFAI. Use the locally established classified inventory worksheet to document this information.

5.25. (AETC Sup 1) Utilize the provisions of Technical Order (TO) 00-20F-2, paragraph 6, for maintenance on all security containers. In conjunction with this, inspect each security container IAW paragraph 7 of the TO. Coordinate lockouts or repair of security containers through 81 CONS/ LFCV. Use AF Form 9, **Request for Purchase**, for service provided by contractor personnel. If the lockout involves a vault, contact 81 CES/CEMBJ (Base Locksmith) for assistance.

5.26.3.1. All shredders, faxes, and copiers are required to be certified through the wing ISPM before they are utilized.

5.29.2.4. (AETC Sup 1) The Central Destruction Facility for Keesler AFB is located in Bldg 0901, Records Management facility. Coordinate all requests for access to the facility through 81 CS/SCBR.

5.29.2.5. Include in the unit operating instruction procedures for contacting the custodian of the unit (local) or base Central Destruction Facility.

5.29.2.6. (Added) Include in these procedures all preparation requirements, the location, and telephone numbers of the local or base destruction facility, transportation requirements to the facility, and the inventory and destruction records required.

5.30.1.2. (Added) On Keesler AFB, the primary requirements for emergency planning should use the "stow and go" philosophy in lieu of removal, escorting, or destruction of classified materials unless directed to do so by higher authority.

8.9.1.2. (Added) The topics required under the training plan (as a minimum) are:

8.9.1.2.1. (Added) Difference between the classification levels (Top Secret, Secret, and Confidential).

8.9.1.2.2. (Added) The adverse effects to national security that could result from unauthorized disclosure and of their personal, moral, and legal responsibility to protect classified information in their knowledge, possession, or control.

8.9.1.2.3. (Added) What to do if classified information or material is found unsecured or unattended.

8.9.1.2.4. (Added) The names and telephone numbers of the unit/flight security managers.

8.9.1.2.5. (Added) Familiarize personnel with the security requirements of their particular assignment.

8.9.1.2.6. (Added) Penalties for engaging in espionage activities or violation/disregard of the provisions of DOD 5200.1-R, AFI 31-401, and unit publications.

8.9.1.2.7. (Added) Responsibilities for reporting contacts with suspected foreign intelligence agents.

8.9.1.2.8. (Added) Techniques employed by foreign intelligence activities in attempting to obtain classified information.

8.9.1.2.9. (Added) Strict prohibition against discussing classified information over an unsecured telephone or any other manner that permits interception by unauthorized persons.

8.9.1.2.10. (Added) Security Awareness, Training and Education (SATE) requirements.

8.9.1.2.11. (Added) The following topics need to be addressed based on the mission of the unit:

8.9.1.2.11.1. (Added) Indoctrination in the principles, criteria, and procedures for classification, downgrading, declassification, marking, control, accountability, storage, destruction, and transmission of classified information and material as prescribed in DOD 5200.1-R and AFI 31-401.

8.9.1.2.11.2. (Added) Indoctrination about the strict prohibitions against improper use or abuse of the classification system.

8.9.1.2.11.3. (Added) OPSEC, COMSEC, COMPUSEC, EMSEC, and SATE Programs as they relate to the unit and its mission.

8.9.1.2.11.4. (Added) Familiarization with procedures for challenging classification decisions believed to be improper.

8.9.1.2.11.5. (Added) Reviewing all unclassified documentation, publications, or papers to ensure classified information is not improperly included.

8.9.1.2.11.6. (Added) Determine before disseminating classified information that the prospective recipient meets all requirements for receipt of the classified information.

9.3.2.1. (AETC Sup 1) Once appointed, inquiry officials report to 81 SFS/SFAI and 81 TRW/JA for a briefing on their duties and responsibilities.

9.3.2.5. (AETC Sup 1) Once inquiry officials have completed the draft of the inquiry report, provide a copy to 81 SFS/SFAI and 81 TRW/JA for technical review. A technical review letter will be prepared and attached to the final report before the appointing authority reviews it.

JULIA B. MURRAY, Colonel, USAF  
Vice Commander  
81st Training Wing

**Attachment 14 (Added)****STANDARDS FOR SECURE DISCUSSION AREAS ON KEESLER AFB**

**A14.1. OBJECTIVE:** The objective of creating standards for areas which routinely house classified discussions is to ensure this information is protected to the highest degree possible while considering the overall cost of these standards. Additionally, the threat to the information and the area are considered.

**A14.2. APPROVAL PROCESS:**

A14.2.1. Units desiring a secure discussion area will make their request in writing, approved by the unit commander. Their request must provide not only the building and room number of the area involved, but specific justification for the need. Additionally, the request must flow through AFOSI for review and threat appraisal prior to being forwarded to 81 SFS/SFAI for processing.

A14.2.2. Once the request letter is received and before any work is initiated, a representative from the 81 SFS and 81 CES will evaluate the facility and determine its fitness for approval. Any alterations needed to the area will be identified in a written report to the unit commander.

**A14.2.3. The unit commander will ensure a work request is accomplished specifying the work identified in the evaluation report only. Any additional work desired will have to be justified and approved on a case-by-case basis. This work request will be forwarded to 81 CES (coordinated through 81 SFS/SFAI) specifying the work to be accomplished.**

A14.2.4. Once all work is completed, the representatives from 81 SFS and 81 CES will certify the area as meeting the standards and complete the appropriate letters stating this fact which are then forwarded to the designated approval authority for final review and approval/disapproval.

A14.2.5. On Keesler AFB, the 81 TRW/CV is delegated the authority to act for the installation commander as final approval authority for all unattended classified storage areas.

A14.2.6. On Keesler AFB, the Chief of Security Forces (CSF) is delegated the authority to act for the installation commander as the final approval authority for all secure discussion areas.

A14.2.7. Once approved, the original copy of the designation letter must be maintained within the facility or area with one copy maintained in the files of 81 SFS/SFAI.

**A14.3. STANDARDS:**

A14.3.1. Acoustical Security:

A14.3.1.1. Doors: Generally, use of manufactured acoustical doors is desired over local construction of doors. Additionally, the use of a double door system, which provides an "air gap" between the area and the outside, is desirable. In all cases, the objective is to provide the

maximum of acoustical security without compromising the physical effectiveness of the doors. As a minimum:

A14.3.1.1.1. Doors will be constructed of solid wood or metal construction. Metal doors should have insulation inside the hollow core to reduce vulnerability to sound transmission.

A14.3.1.1.2. Door interiors will be overlaid with some sort of sound insulation. This material is not needed if the door provides sound insulation sufficient to prevent all leaks.

A14.3.1.1.3. Doorjambes will be covered with neoprene or equivalent door gasket material, which minimizes air gaps, and safeguards against sound leaks.

A14.3.1.1.4. Door thresholds: Wooden thresholds are preferred over metal because of their lower sound conductivity rating. All thresholds should be fitted with replaceable rubber stripping installed to minimize the air gap and sound leakage.

A14.3.1.1.5. Air gaps will be filled with a material, which abates sound transmission. Air gaps are those areas not already discussed in previous areas. These include gaps, holes, or crevices in the door, jamb, threshold, wall, etc.

A14.3.1.2. Pipes, Ducts and Conduits: Holes or crevices around pipes, ducts and conduits leading into the protected area should be insulated against sound leaks. Where possible, all pipes ducts and conduits no longer in use should be removed and the holes filled with the appropriate insulating materials.

A14.3.1.3. Air Ducts and Ventilation Grills: Unless these ducts or grills are directly open to the exterior unprotected area, no special ducting or baffles are required. If, however, sound leaks into adjoining unprotected areas are discovered, a baffle must be installed which insulates the duct or grill and stops the leakage of sound. If this cannot be effectively accomplished, the use of "White Noise" should be considered. "White Noise" involves the installation of a speaker system, which plays music, or some other sound, which masks any sound being transmitted from the room. Use of "White Noise" in all adjacent hallways and offices is highly recommended.

A14.3.1.4. Windows: Wherever possible, windows should never be incorporated into the structure of an area used for this purpose. If a window is present, a heavy sound insulation (drapes, shades, etc.) must be used to insulate against sound leaks. The insulation must be drawn anytime the area is being used to discuss classified.

A14.3.1.5. False Ceilings, Walls and Floors: The presence of false ceilings, walls and floors in new or old construction must be carefully assessed to ensure sound transmission is reduced.

A14.3.1.6. Other Considerations: Other considerations such as floor trenches, alcoves, sound locks, wall style air conditions, etc., must be evaluated on a case-by-case basis. Concerns over sound leakage must be addressed on an individual basis and solved using the most expedient and cost efficient manner.

A14.3.1.7. Utilization of “White Noise” Generators. Where possible and economically feasible, the use of “White Noise” Generator should be considered in lieu of costly construction. “White Noise” Generators are simply dedicated intercom systems with speakers in the areas where noise reduction or abatement is needed. This intercom system will continuously broadcast a low-level noise to nullify any illegal listening devices and hamper any listener in the immediate area.

A14.3.2. Physical Security: While this area is not required to meet the stringent physical standards of an open storage area, the overall physical security must conform to certain minimum standards.

A14.3.2.1. Walls, Floors, and Ceilings:

A14.3.2.1.1. The floor to the facility must be constructed of materials consistent to the operation of facility. The floor must have no unprotected openings large enough to allow entry of an individual or the undetected introduction of a listening device.

A14.3.2.1.2. The walls of the facility must extend from the true floor to the true ceiling. Additionally, the walls must provide physical resistance to unauthorized entry and be designed to allow for immediate discovery of all attempts or actual unauthorized entries into the area. All openings in the walls will be reinforced to provide protection equivalent to the surrounding walls and ensure immediate detection of unauthorized entry is possible.

A14.3.2.1.3. The ceiling must provide the protection equivalent to the walls and floor. Additionally, all openings must be protected to the same level as the remainder of the ceiling.

A14.3.2.2. Door Hinges: Door hinges must be installed in such a manner as to preclude entry into the area by simply removing the pin. Install the hinges inside the protected area, install protected hinges, or alter existing hinges to prevent removal of the pin.

A14.3.2.3. Locking Devices: Wherever possible, use a MAS-Hamilton X-07 lock designed for the door system in use. If use of this lock is not possible, a locking system providing comparable security will be approved on a case-by-case basis.